



Illinois Department of Revenue

IL-8633-I Application to File Illinois Individual Income Tax Returns Electronically

This application is
☐ New ☐ Revised

Mail to: Central Registration Division, Illinois Department of Revenue, P.O. Box 19030, Springfield, IL 62794-9030

An assigned Internal Revenue Service (IRS) Electronic Filer Identification number (EFIN) and, if applicable, an IRS Electronic Transmitter Identification number (ETIN) are required to complete Form IL-8633-I. We will not process Form IL-8633-I without the IRS identification number(s). If any of the information you provide below changes after you submit your Form IL-8633-I, you must complete and submit a "Revised" Form IL-8633-I to update your information. For revised applications, provide your changes, EFIN/ETIN and signature.

Note: A copy of your business' most current IRS acceptance letter must be attached to your completed Form IL-8633-I.

Step 1: Complete the following information

1 _____ Legal name of business (as shown on tax return)	6 _____ Federal employer identification number (FEIN) or Social Security number (SSN)
2 _____ Doing business as (dba) name (if different than Line 1)	7 _____ Illinois Business Tax number (IBT no.)
3 _____ Business street address City _____ State _____ ZIP _____	8 _____ Primary contact representative () - Ext.: () - Daytime phone - include area code FAX number and area code
4 _____ Mailing address (if different than above) City _____ State _____ ZIP _____	9 _____ Alternate contact representative () - Ext.: () - Daytime phone - include area code FAX number and area code
5 _____ Business e-mail address	

Step 2: Provide your EFIN and answer the following questions (All applicants)

10 EFIN: _____

For the purpose of electronic filing, will you

11 prepare or collect prepared tax returns and complete Forms IL-8453, Illinois Individual Income Tax Electronic Filing Declaration?	11	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12 process return information received from an ERO or an individual taxpayer who uses on-line electronic filing software (either commercially purchased or available through an Internet site)?	12	<input type="checkbox"/>	<input type="checkbox"/>

Step 3: Provide your ETIN - Complete only if you are a transmitter or software developer (ETIN required)

13 ETIN: _____

For the purpose of electronic filing, will you

14 transmit directly to the Illinois Department of Revenue (IDOR) for the independent method and/or to the IRS for the federal/state method on behalf of	14a	YES <input type="checkbox"/>	NO <input type="checkbox"/>
a electronic return originators?			
b individual taxpayers who use electronic filing software (either commercially purchased or available through an Internet site)?	14b	<input type="checkbox"/>	<input type="checkbox"/>
15 develop software?	15	<input type="checkbox"/>	<input type="checkbox"/>

Step 4: Answer the following questions

May your business name and address be made available to the following?

16 Taxpayers seeking lists of electronic filers.	16	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17 Providers of services related to electronic filing.	17	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Sign below - Signature is required for both new and revised applications

Under the penalties of perjury, I state that I have examined this form and, to the best of my knowledge it is true, correct, and complete. I state that this business will comply with all the provisions of the program, that acceptance for participation is not transferable, and that noncompliance will void participation in the program. I am authorized to make and sign this statement on behalf of the business.

Name and title of official or principal owner of the business (Please print.)

SSN of an official or principal owner of the business

Signature of the official or principal owner of the business

Date



IL-8633-I Instructions

General Information

Who must submit this application?

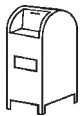
Any business wanting to participate in the Illinois Electronic Filing Program must submit Form IL-8633-I, Application to File Illinois Individual Income Tax Returns Electronically. If any of the information you provide changes after you submit your Form IL-8633-I, you must complete and submit a "Revised" Form IL-8633-I, to update your information. This includes any business that is sold or changes its organizational structure. This application is for both the independent and federal/state electronic filing methods. Participation in the Illinois program is based on acceptance into the Internal Revenue Service (IRS) program and compliance with the provisions in the IL-1345, Illinois Department of Revenue Procedure for Electronic Filing of Individual Income Tax Returns.

Note: A copy of your business' most current IRS acceptance letter must be attached to your completed Form IL-8633-I.

When should I file this application?

To ensure a timely review prior to the beginning of the filing season, file your application by December 1.

Where should I mail the application?



CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

For overnight mail, send to Central Registration Division 3-222, Illinois Department of Revenue, 101 West Jefferson, Springfield, Illinois 62702.

What if I have questions?

If you have questions, write us at Central Registration Division, Illinois Department of Revenue, PO Box 19030, Springfield, Illinois 62794-9030; or call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 217 785-5739.

You can also visit our web site, which features electronic filing information, forms, and booklets at tax.illinois.gov.

Step-by-Step Instructions

Step 1: Complete the following information

Line 1 - Write the legal name of your business (as shown on your tax return).

Line 2 - If, for the purpose of electronic filing, your business uses any name other than the name on Line 1, write that name.

Line 3 through 5 - Follow the instructions on the form.

Line 6 - If you are a partnership or corporation, write your federal employer identification number (FEIN). Sole proprietors without a FEIN, write your Social Security number (SSN).

Line 7 - Write the Illinois business tax number (IBT no.) used for filing certain Illinois taxes (if applicable).

Lines 8 and 9 - Provide the name, daytime phone and FAX (including area code) of your primary and alternate contact representatives. **Note:** It may be necessary to contact your business during testing and throughout the processing year.

Step 2: Provide your EFIN and answer the following questions - All applicants

Line 10 - Write your EFIN. You must have a valid EFIN that has been assigned and approved by the IRS.

Line 11 - Electronic return originator (ERO) - Check "Yes" if you deal directly with taxpayers and prepare tax returns or collect prepared tax returns for the purpose of having an electronic return produced. **A valid IRS EFIN is required.**

Line 12 - Intermediate Service Provider - Check "Yes" if you receive tax return information from an ERO or from an individual taxpayer who files electronically using on-line electronic filing software (commercially purchased or available through an Internet site), and either forward the information to a transmitter, or send the information back to the ERO (or taxpayer). **A valid IRS EFIN is required.**

Step 3: Provide your ETIN - Transmitters and software developers only

Line 13 - Write your ETIN. You must have a valid ETIN that has been assigned and approved by the IRS.

Line 14- Transmitter - Check "Yes" if you transmit electronic returns directly to IDOR's communication's processor, or to the IRS for the federal/state filing method. **A valid IRS EFIN and ETIN are required for both types of transmitter.**

a Check "Yes" if you transmit for *EROs*.

b Check "Yes" if you transmit for *individual taxpayers* using on-line electronic filing software (either commercially purchased or available through an Internet site).

Line 15 - Software Developer - Check "Yes" if you develop electronic return formatting software and/or transmission software. **A valid IRS EFIN and ETIN are required.**

Step 4: Answer the following questions

Line 16 - Check "Yes" if you would like your business name and address made available to taxpayers who may need the type of services you provide.

Line 17 - Check "Yes" if you would like your business name and address made available to providers of services related to electronic filing.

Step 5: Sign below

Signature is required for both new and revised applications.

Read the applicant's agreement and provide the name, title, and SSN of the person who is authorized to act and sign for your business in legal or tax matters. Also, **sign** and **date** the application. All applications must have an original signature and date. We will not accept a photocopy of a signature.